

[Your Name]
[Title/Current Position]
[Current Institutional Affiliation]
[Email Address]
[Phone Number]
[Date]

[Name of Department Chair/Host Professor]
[Department Name]
[Host University/Institution Name]
[Institutional Address]

Subject: Application for Senior Visiting Scholar Appointment

Dear [Title and Name of Recipient],

I am writing to formally express my interest in a Senior Visiting Scholar appointment within the [Department Name] at [University Name] for the [Fall/Spring/Academic Year] period of [Year]. As a [Current Position] at [Home Institution] with a research focus on [Specific Field/Sub-field], I have long admired the work being conducted at your institution, particularly the recent developments in [Specific Program or Research Lab].

The primary objective of my visit is to [state primary goal: e.g., collaborate on a specific project, conduct archival research, or write a monograph]. My current research, titled "[Research Project Title]," aligns closely with the expertise of [Host Professor's Name] and the departmental focus on [Key Topic]. I believe that my presence would foster a mutually beneficial exchange of ideas and potentially lead to long-term institutional collaboration.

During my proposed residency from [Start Date] to [End Date], I intend to:

- [Objective 1: e.g., Utilize the specialized laboratory facilities or library collections]
- [Objective 2: e.g., Present a seminar or guest lecture to faculty and graduate students]
- [Objective 3: e.g., Finalize a joint publication or grant proposal]

I am pleased to confirm that my sabbatical/leave is fully funded by [Home Institution/Granting Body], and I will require no financial compensation from [Host University]. I seek only the benefits of affiliation, including [e.g., library access, shared office space, or laboratory bench space].

Thank you for your time and for considering my request for affiliation. I have attached my curriculum vitae and a detailed research proposal for your review. I look forward to the possibility of contributing to your academic community.

Sincerely,

[Your Signature]

[Your Printed Name]